

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: Tender Steps Child Care Academy, LLC.	Center ID#: 080700057	County: Burlington
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Address: 1841 Burlington-Mt. Holly Road	City: Westampton	Zip Code: 08060	Email: tendersteps@verizon.net
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Phone: (609) 267-6500	Fax: 6092673115	Initial Inspection: 3/19/2015	License Status: R 7/10/2017
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Due Date(s):*	4/2/2015	4/28/2015	5/22/2015	6/26/2015	7/2/2015	8/10/2015
Date(s) Reinspection:	4/14/2015	5/8/2015	5/26/2015	6/18/2015	7/10/2015	8/10/2015
Due Date(s):*	9/10/2015	9/16/2015	10/1/2015	10/16/2015		
Date(s) Reinspection:	9/2/2015	9/17/2015	10/2/2015	10/19/2015		
Due Date(s):*						
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Center is in compliance with requirements as of: 10/19/2015 **Reinspection occurs on or soon after due date*

Complaint #768

Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☒ Complaint # 300,378,490

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

4/14/2015	5/26/2015	<input checked="" type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
3/19/2015	7/10/2015	<input checked="" type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.

Notes: Recited #2 on 4/14/2015, Recited #2 on 5/26/2015

		<input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
3/19/2015	5/26/2015	<input checked="" type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.

Notes:

		<input type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		<input type="checkbox"/> 10. Ensure the children's health, safety and well-being.

Notes:

Activities & Discipline

		<input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
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Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
3/19/2015	7/16/2015	<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
3/19/2015	7/16/2015	<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
9/2/2015	10/2/2015	<input checked="" type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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Nutrition & Rest

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

Administration & Parent Involvement

3/19/2015	7/10/2015	<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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Program Records

3/19/2015	5/26/2015	<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

3/19/2015	7/16/2015	<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
3/19/2015	4/14/2015	<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

3/19/2015	7/16/2015	<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
3/19/2015	5/26/2015	<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
3/19/2015	8/10/2015	<input checked="" type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
3/19/2015	8/10/2015	<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
3/19/2015	4/14/2015	<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prerel/prerel.html

Sanitation & Diapering

3/19/2015	5/26/2015	<input checked="" type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Note: If number is checked, see attachment page(s) for clarification.

Health & Fire Safety

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
3/19/2015	4/14/2015	<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
3/19/2015	5/26/2015	<input type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
3/19/2015	4/14/2015	<input checked="" type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

Bathroom & Kitchen Facilities

3/19/2015	3/19/2015	<input checked="" type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
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Notes:

Building Maintenance

3/19/2015	10/2/2015	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
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Notes:

		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
3/19/2015	7/10/2015	<input checked="" type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes:

3/19/2015	10/2/2015	<input checked="" type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

Outdoor Play Area, Equipment and Maintenance

		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
3/19/2015	10/2/2015	<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
3/19/2015	10/2/2015	<input checked="" type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes:

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Kelley Scheller

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
2	3/19/2015	5/8/2015	Ensure children are supervised in rooms 2 and 3 at nap time. In room 2, 2 children ages 2.5-4 years were present with no staff present. In room 3, 7 children ages 3-4 years were present with no staff present. Recited on 4/14/2015. In room 2, 2 children ages 2.5-4 years were present with no staff present. In room 3, 4 children ages 2.5-4 years were present with no staff present.	Delete
4	3/19/2015	7/10/2015	There were 23 children ages 2.5-6 years of age present with 1 staff in the building for approximately 20 minutes during naptime. Recited on 4/14/2015; there were 20 children ages 2.5-6 years of age present with 1 staff in the building for approximately 10 minutes. Recited on 5/8/15, based on complaint #378, there were 15 children ages 2.5-6 years present with 1 staff wherein 2 staff are required to maintain staff/child ratios. Recited on 6/18/2015, based on complaint #490, maintain adequate staff ratios at all times including the hours of 1:30 to 3:00 pm as revealed in staff interviews.	Delete
42	3/19/2015	4/14/2015	Ensure that front exit door is easily operable.	Delete
46	3/19/2015	3/19/2015	Removed cleaners from under kitchen counter.	Delete
47	3/19/2015	4/14/2015	Ensure the toilet in the room 4 bathroom is clean and operable at all times.	Delete
47	3/19/2015	5/8/2015	Repair or replace frayed carpet throughout the center.	Delete
47	3/19/2015	4/14/2015	Repair trim around art supply closet in room 4.	Delete
47	3/19/2015	10/2/2015	Ensure kitchen cabinets and drawers are clean at all times. Repair missing drawer fronts.	Delete
49	3/19/2015	7/10/2015	Repair and/or paint boys bathroom walls.	Delete
50	3/19/2015	10/2/2015	Ensure bolts at the base of toilets are capped at all times in all bathrooms.	Delete
50	3/19/2015	4/14/2015	Provide protective covers for electrical outlets throughout the center.	Delete
53	3/19/2015	10/2/2015	Repair or replace Little Tykes structures in the outdoor play area. Center is discontinuing use of structures.	Delete
500	3/19/2015	5/26/2015	Remove stagnant water collecting in play equipment in the outdoor play area.	Delete
501	3/19/2015	8/10/2015	Ensure each child has a sheet and a blanket.	Delete
502	3/19/2015	8/10/2015	Ensure garbage receptacles are covered throughout the center.	Delete
31	4/14/2015	8/10/2015	Based on complaint #300, retrain staff on supervision, tracking, and ratios.	Delete
503	4/14/2015	8/10/2015	Complete and maintain at the center daily time sheets for staff with arrival and departure times.	Delete
1	5/8/2015	5/26/2015	Based on complaint #378, provide 2 staff when 6 or more children are present. 1 staff was present with 6-15 children ages 2.5-6 years from 8:00am to 9:30am.	Delete
2	5/26/2015	7/10/2015	Recited. 3 children were present in room 3 with no supervision during nap time..	Delete
47	6/18/2015	8/10/2015	Secure wall vent in room 3.	Delete
47	6/18/2015	7/10/2015	Based on complaint #490, ensure bathrooms are clean at all times.	Delete
16	6/18/2015	7/10/2015	Based on complaint #490, ensure TV is not used as a substitute for planned activities in the morning and ensure children are not inactive for more than 30 minutes.	Delete
4	9/2/2015	9/17/2015	Maintain required staff to maintain ratios as there were 14 children present with 1 staff wherein 2 staff were required.	Delete
504	9/2/2015	10/2/2015	Maintain an accident log to include location of the incident/accident, treatment/consultation by a doctor, and the time the parent was notified.	Delete
18	9/2/2015	10/2/2015	Based on complaint #768, ensure staff are not yelling or using loud tones when interacting with children.	Delete
1	9/17/2015	10/19/2015	Provide 2 staff to work with children when 6 or more children are present. 1 staff was present with 12 children ages 2.5-6. Recited 10/2/2015, 1 staff present with 14 children ages 2.5-5 during naptime for approximately 15 minutes.	Delete
2	9/17/2015	10/2/2015	Recited. 1 child was present in room with no supervision during nap time.	Delete